

SAMPLE FOIA REQUEST LETTER

FOIA OFFICER

[Today's Date]

Address

Dear Sir/Madam:

This is a request made under the Freedom of Information Act (5USC 552).

I request a copy of the following document(s) be provided to me. [Identify the document(s) as specifically as possible].

In order to help you determine my status for the purpose of assessing fees, I am [insert one of the descriptions below].

(a) Representative of the news affiliated with the _____
Newspaper (magazine, television station, etc), and this request is made as part of news gathering and not for a commercial use.

(b) Affiliated with an educational or non-commercial scientific instruction and this request is made for a scholarly or scientific purpose and not for commercial use.

(c) Affiliated with a private business and am seeking information for using the company's business and not for a commercial use.

I am willing to pay fees for this request up to a maximum of \$_____.
If you estimate that the fees will exceed this limit, please inform me first.

[Optional] I request a waiver of fees for this request because disclosure of the requestor information to me is in the public interest because it is likely to contribute significantly to the public understanding of the Army and is not primarily in my commercial interest. The details on how the requested information will be disseminated by you to the general public.

[Your telephone number and complete mailing address] at which I can be contacted if necessary to discuss any aspect of my request.

Sincerely,